

17 December 1986

MEMORANDUM FOR: Deputy Director for Administration
FROM:
Director of Training and Education
SUBJECT: OTE Support for Computer Security
Training

1. Last month at the off-site conference, the Information Systems Board, inter alia, called for a continuing program of education of Agency employees on the responsibilities of automated system use. The Office of Training and Education (OTE) is very supportive of the Information Systems Board's concern for computer security. We currently include a computer security briefing by someone in ISSD in every course for new computer users. We have recently produced and distributed a videotape on computer system security. This has been viewed by a number of groups in the Headquarters Auditorium and is available for viewing by individuals who do not attend a regular course. We are in the process of producing a new videotape on personal computer security. We are also introducing a computer security briefing in our EOD courses--Introduction to CIA, The Career-Trainee Development Course, and Agency Orientation and Office Procedures (AOP).

2. We are working with OIT and OS to insure that all new computer/personal computer/word processing system users are aware of their responsibilities with regard to computer security.

